

**BY ORDER OF THE COMMANDER
22D AIR REFUELING WING**



**MCCONNELL AIR FORCE BASE
INSTRUCTION 36-3101**

1 JANUARY 2004

Personal Affairs

**MCCONNELL AIR FORCE BASE
MEMORIAL WALK**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication outlines base policy regarding the establishment, administration and maintenance of the Memorial Walk. It states the eligibility criteria for inclusion and specifies responsibilities. It implements AFD 36-31, Personal Affairs. It applies to all Air Force personnel assigned to McConnell AFB, and any agencies assigned duties in this publication.

SUMMARY OF REVISIONS

References to mission support group deputy commander changed to read mission support group commander. Family/friends are changed to read families, friends or co-workers. Program responsibility assigned to the Mission Support Group Commander (paragraph 4.); Mission Support Group Commander's office and/or the Retiree Activities Office Director assists family/friends (paragraph 4.2). A **bar (|)** indicates a revision from the previous edition.

1. Purpose. The Memorial Walk is designated to honor deceased Air Force military and US Government employees who were/are assigned to McConnell Air Force Base.

2. Background. Base Civil Engineers designed and constructed a paved walk from the main gate to the Chapel. With the concurrence of families and friends of deceased McConnell personnel, a tree and a bronze plaque were placed along the Memorial Walk as a living tribute to each individual. Finally, on 16 May 1976, the Memorial Walk was dedicated in a public ceremony.

3. Eligibility. Criteria as to who is eligible to be honored along the Memorial Walk is as follows:

- 3.1. Air Force military members who die while on active duty while assigned to McConnell AFB.
- 3.2. Air Force military retirees who die and at some point prior to retirement were assigned to McConnell AFB.

3.3. US Government employees who are assigned to McConnell AFB at the time of their death.

3.4. US Government employees who die and at the time of their retirement were assigned to McConnell AFB.

4. Responsibilities. The Mission Support Group Commander will ensure this program is continued and the Memorial Walk is maintained.

4.1. Families/friends, or coworkers must contact the Mission Support Group Commander's office to initiate the request for a stone and plaque.

4.1.1. Families/friends, or coworkers must fill out a copy of the attached Memorial Walk dedication application. Additionally, proof of members' eligibility for a stone on the Memorial Walk must be provided when submitting the application to the Mission Support Group Commander's Office. Orders assigning deceased member to or from McConnell Air Force Base will be provided, if available. If not available, other proof may be offered or a records check may be accomplished by the requesters in coordination with the Military Personnel Flight. If requester does not have a DD Form 214, or any paperwork establishing that the deceased was once stationed at McConnell Air Force Base, the family must contact the National Personnel Records Center in St Louis, Missouri (316) 801-0800, and submit a letter of request to: NPRCMPR, 9700 Page Boulevard, St. Louis, Missouri 63132-5100.

4.1.2. The Mission Support Squadron's Military Personnel Flight will verify the deceased member's status and coordinate on the application.

4.1.3. The Security Forces Squadron will conduct a background check to ensure member did not have a criminal record at the time of his or her death. A criminal record will not automatically cause the application to be disapproved. However, this information must be provided to the Air Refueling Wing Commander in making a final decision.

4.1.4. The Base Legal Office will review the application on proof of eligibility [Attachment 1](#), for legal sufficiency.

4.1.5. The Mission Support Group Commander will review all documents, coordinate on the application, and forward the request to the Air Refueling Wing Commander for approval/disapproval.

4.1.6. The Wing Commander is the approval authority for any stone placed on the Memorial Walk.

4.1.7. After approval of the stone dedication by the Wing Commander, families, friends, or coworkers will pre-pay the required amount to purchase the stone and bronze plaque to be placed on the stone. Families, friends, or coworkers of the deceased member will receive assistance from the Mission Support Group Commander's office in selecting a tree location for the dedication along the Memorial Walk. The Mission Support Group Commander's Office will order the stone and plaque. Civil Engineer Squadron personnel will pick up the plaque and stone, install the plaque on the stone and place it at the appropriate tree along the Memorial Walk one or two days prior to the dedication ceremony.

4.1.8. If disapproved, the Mission Support Group Commander's Office will draft a letter to the requestor stating the reason for disapproval. The disapproved letter must be coordinated by the Base Legal Office and signed by the Air Refueling Wing Commander.

- 4.1.9. Appropriate dedication ceremony date and time will be coordinated between families/friends or coworkers and the Mission Support Group Commander's Office.
- 4.1.10. The Base Chaplains Office will provide a chaplain to dedicate the stone. The Mission Support Group Commander's Office will coordinate the date and time of dedication ceremony with the Base Chaplain's Office, providing as much lead time as possible. The Mission Support Group Commander's Office will coordinate the ceremony and the procedures with Wing Protocol to ensure proper protocol is performed.
- 4.1.11. The Services Squadron will provide a bugler to play taps at the ceremony.
- 4.1.12. The Communications Squadron will provide a photographer to take pictures of the ceremony and send copies of the photos or a disk to the Mission Support Group Commander's Office to provide to the next of kin.
- 4.1.13. Civil Engineer will include the Memorial Walk area in the grounds maintenance contract.

Michelle D. Johnson, COLONEL, USAF
Commander, 22d Air Refueling Wing

Attachment 1**MEMORIAL WALK STONE DEDICATION APPLICATION**

Name of Deceased Member: _____ Rank/Grade: _____

Dates Assigned to McConnell Air Force Base: _____

Date of Retirement/Date of Death: _____

Cause of Death: _____

Requester's Name, Phone # and Address: _____

Check one: Family Member _____ Friend _____ Co-worker _____

Organization, duty title and brief explanation of individual's duties while assigned to McConnell AFB:

Request _____ officiate at dedication ceremony

Date and Time of Dedication, if requested: _____

Family Members or DVs Attending: _____

Requester's Signature: _____

Signature of Next of Kin (if available): _____

NOTE: Please attach proof of member's assignment to/from McConnell Air Force Base (i.e., orders, performance reports, etc.)

MSS Coordination: _____

SFS Coordination: _____

JA Coordination: _____

MSG/CC Coordination: _____

ARW/CV Coordination: _____

ARW/CC: Approved/Disapproved _____

MSG and CES/CC: Action